King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Control**	
4.01.015 - Post Orders	Approved By:	Director Allen Nance
	Effective Date:	October 20, 2025
	Reviewed By:	PRC
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Purpose
Posts will have written instructions that specifically provide guidelines and details for operating posts.

Policy
It is the policy of this Department that all posts that require continuous and intermittent coverage include job location and job tasks.

A. General Guidelines
1. Corrections staff are required to read the post orders upon being assigned to a new or unfamiliar post.
2. Post orders do not anticipate every incident or situation but provide direction upon specific job duties and responsibilities.
3. All post orders contain a general section and may include inspection and cleaning requirements, and other broad information.
4. Post orders will include estimated chronological duties of the post throughout the shift.

B. Availability
1. The Policy and Training Unit will maintain an electronic set of all post orders.
2. A complete set of post orders will be available online.

C. Review Process
1. Post orders will be reviewed and authorized by the Facility Major.
2. No changes will be made to any post order without the Facility Major's approval.
3. Staff may forward recommendations for revision to post orders through their Chain of Command.

D. Security
To ensure that staff have the most current version of post orders, staff shall refer to the department's policy management program and should not make electronic or hard copies.